



# Job Opportunity Bulletin

## STAFF COUNSEL

<b>Tenure/Timebase:</b>	Permanent/Full Time
<b>Work Hours:</b>	8:00 am – 5:00 pm
<b>Office/Location:</b>	California Commission on Teacher Credentialing Division of Professional Practices 1900 Capitol Avenue Sacramento, CA 95814-4213
<b>Salary:</b>	Rg A \$4674 Rg B \$4678 - \$5137 Rg C \$5638 - \$6818 Rg D \$6347 - \$7828
<b>Final Filing Date:</b>	August 28, 2006
<b>Contact:</b>	Brenda Rutledge (916) 324-5953

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### DUTIES:

Under the lead of the Staff Counsel III and the general supervision of the Director, Division of Professional Practices, the Staff Counsel performs the following duties:

- Provide legal support to the Committee of Credentials (COC). Responsibilities include: the preparation of documentary evidence; conferring and negotiating with representatives regarding pending licensing cases and reviewing and drafting legal memoranda and appropriate staff recommendations and referrals for presentation to COC, the Commission and the Office of the Attorney General.
- Provide Legal support to the various divisions of the Commission.
- Review and draft proposed regulations for adoption by the Commission and approval by OAL.
- Analyze proposed legislation for legal impact of Agency programs and draft language to be offered as amendments
- Provide testimony before legislature on Commission programs and issues.

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### CONDITIONS OF EMPLOYMENT:

Fingerprint Clearance is required.

Applicants must maintain active membership in the California State Bar.

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### DESIRABLE QUALIFICATIONS:

- Strong written and oral communication skills
- Knowledge of California Education and Penal Codes & California Criminal Justice and Education system
- Able to maintain strict confidentiality
- Ability to handle stressful or sensitive issues with tact and diplomacy
- Ability to work cooperatively and effectively with others
- Demonstrated sense of responsibility for the job and good attendance

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### WHO MAY APPLY:

Applicants must have active membership in The State Bar of California before they will be eligible for appointment.

Applicants who are not members of The State Bar of California but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.

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### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attn.: Brenda Rutledge. All applications must clearly indicate the basis of their eligibility (*i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-036. The applications will be screened and only the most qualified applicants will be invited for an interview.

<small>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</small>
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